

## COURSE SYLLABUS AND COURSE REQUIREMENTS

### ACADEMIC YEAR 2024/2025 SEMESTER 1

|                              |   |
|------------------------------|---|
| <i>Course title</i>          | <b>ENGLISH FOR WORKPLACE COMMUNICATION</b>          |
| <i>Course Code</i>           | SZE109AN  |
| <i>Hours/Week: le/pr/lab</i> | 2 seminars  |
| <i>Credits</i>               | 2   |
| <i>Degree Programme</i>      | all   |
| <i>Study Mode</i>            | full-time   |
| <i>Assessment</i>            | mid-term grade                                      |
| <i>Teaching Period</i>       | autumn / spring                                     |
| <i>Prerequisites</i>         | placement test                                      |
| <i>Department(s)</i>         | Centre for Foreign Languages for Technical Purposes |
| <i>Course Director</i>       | Ms Júlia Török                                      |
| <i>Teaching Staff</i>        | Ms Tímea Györök                                     |

## COURSE DESCRIPTION

This course is designed to equip engineering students with effective English communication skills necessary for the modern workplace. The course will focus on practical communication strategies, enhancing speaking, listening, reading, and writing skills in professional settings. It will prepare students to participate confidently in meetings, presentations, and written correspondence in English. It is recommended to students with intermediate level (B2) of English proficiency.

## SYLLABUS

### 1. GOALS AND OBJECTIVES

This course aims to enhance students' language competence, focusing on both written and spoken communication, with an emphasis on workplace-specific contexts. Through interactive activities, role-plays, and real-world simulations, students will develop their abilities to express themselves confidently and professionally in English.

### 2. COURSE CONTENT

The course focuses on skill development and aims to enhance the students' effective use of English in a variety of work-related contexts.

#### TOPICS

#### PRACTICE

1. *Effective workplace communication, problem-solving*
2. *Careers in Engineering, job descriptions, job advertisements*
3. *CV, cover letter*
4. *Job interview*
5. *Project planning*
6. *Meetings*
7. *Data, presenting visual information*
8. *Decisions, negotiation*
9. *Talk like TED*
10. *Written communication at work*

## DETAILED SYLLABUS AND COURSE SCHEDULE

### PRACTICE

| week | Topic  | Compulsory reading;<br>page number<br>(from ... to ...)                               | Required tasks<br>(assignments,<br>tests, etc.) | Completion date,<br>due date |
|------|--|---|---|------------------------------|
| 1.   | Orientation, Placement test                                  | <a href="https://forms.gle/fSD9nJAiocCwXwUR8">https://forms.gle/fSD9nJAiocCwXwUR8</a> |   |                              |
| 2.   | Effective workplace communication, problem-solving           | material uploaded to Teams / Files  |   |                              |
| 3.   | Careers in engineering – describing work; Job advertisements | material uploaded to Teams / Files  |   |                              |
| 4.   | CV, cover letter   | Business Result Int. Unit 1   | CV (written)                                    | Week 6                       |
| 5.   | Job interview  | material uploaded to Teams / Files  |   |                              |
| 6.   | Projects; planning, giving updates on projects               | Business Result Int. Unit 3   | Project plan – presentation (spoken)            | Week 8                       |
| 7.   | Meetings   | material uploaded to Teams / Files  |   |                              |
| 8.   | <b>Mid-term Presentation – Project plan</b>                  |   |   |                              |
| 9.   | <b>Autumn Break</b>  |   |   |                              |
| 10.  | Data; future predictions, presenting visual information      | Business Result Int. Unit 8   | Presenting visual information (written)         | Week 12                      |
| 11.  | Decision-making; negotiation                                 | Business Result Int. Unit 11  |   |                              |
| 12.  | Talk like TED  | material uploaded to Teams / Files  | TED talk (spoken)                               | Week 14                      |
| 13.  | Written communication at work: e-mail, memo, report          | material uploaded to Teams / Files  |   |                              |
| 14.  | <b>Mini-presentation (TED talk)</b>                          |   |   |                              |

### 3. ASSESSMENT AND EVALUATION

#### ATTENDANCE

*In accordance with the Code of Studies and Examinations of the University of Pécs, Article 45 (2) and Annex 9. (Article 3) a student may be refused a grade or qualification in the given full-time course if the number of class absences exceeds 30% of the contact hours stipulated in the course syllabus.*

**Method for monitoring attendance** (e.g.: attendance sheet / online test/ register, etc.)

Attendance sheet – attendance marked by students

#### ASSESSMENT

In order to receive a mid-term grade, students must complete the two presentations and the assignments with a minimum of 40% performance on due time.

---

**Course resulting in mid-term grade (PTE TVSz 40§(3))**

**Mid-term assessments, performance evaluation and their ratio in the final grade**

| Type | Assessment | Ratio in the final grade |
|------|------------|--------------------------|
|------|------------|--------------------------|

|                       |                |      |
|-----------------------|----------------|------|
| Mid-term Presentation | Max. 20 points | 40 % |
| Mini-presentation     | Max. 20 points | 40 % |
| Assignments           | Max. 20 points | 20 % |

**Opportunity and procedure for re-takes** (PTE TVSz 47§(4))

The presentations and the assignments can be made up for/improved once during the study period, and in the first two weeks of the examination period.

**Grade calculation as a percentage**

based on the aggregate performance according to the following table

| Course grade     | Performance in % |
|------------------|------------------|
| excellent (5)    | 85 % ...         |
| good (4)         | 70 % ... 85 %    |
| average (3)      | 55 % ... 70 %    |
| satisfactory (2) | 40 % ... 55 %    |
| fail (1)         | below 40 %       |

The lower limit given at each grade belongs to that grade.

## 4. SPECIFIED LITERATURE

**COMPULSORY READING AND AVAILABILITY**

[1.] John Hughes – Jon Naunton: Business Result Intermediate, Oxford

[2.] Worksheets and other supplementary materials uploaded to Teams / Files folders